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GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING



MICHAEL P. FLANAGAN
SUPERINTENDENT OF
PUBLIC INSTRUCTION

**FISCAL YEAR 2009
CHILD AND ADULT CARE FOOD PROGRAM
OPERATIONAL MEMORANDUM #1**

TO: Child and Adult Care Food Program Institutions

FROM: Mary Ann Chartrand, Director
Grants Coordination and School Support

DATE: October 1, 2008

SUBJECT: 60-Day Deadline and Late Claim Exceptions

Claims for Reimbursement and Claim Amendments must be submitted electronically via the internet to the Michigan Department of Education (MDE), Child and Adult Care Food Program (CACFP).

Claim/Amendment Month	Due Date	Final Claim/Amendment Submission Date
October 2008	November 10, 2008	December 30, 2008
November 2008	December 10, 2008	January 29, 2009
December 2008	January 10, 2009	March 1, 2009
January 2009	February 10, 2009	April 1, 2009
February 2009	March 10, 2009	April 29, 2009
March 2009	April 10, 2009	May 30, 2009
April 2009	May 10, 2009	June 29, 2009
May 2009	June 10, 2009	July 30, 2009
June 2009	July 10, 2009	August 29, 2009
July 2009	August 10, 2009	September 29, 2009
August 2009	September 10, 2009	October 30, 2009
September 2009	October 10, 2009	November 29, 2009

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WITHIN YOUR CONTROL EXCEPTION

MDE has the authority to approve the payment of one late claim or amendment within a 36-month period. This approval is an exception granted for the submission of a late claim or amendment when the circumstances were within your control.

MDE can grant approval and process the claim or amendment upon receipt of a corrective action plan. The plan must include:

1. Actions taken to avoid repetition of the situation linked to the late claim/amendment submission;
2. Actions taken to avoid any future late claim or amendment submission;
3. A statement that your organization understands that a WITHIN YOUR CONTROL exception can only be granted every 36 months. Future late claims or amendments will not be paid unless your organization has not been granted an exception during the previous 36 month period or the lateness can be attributed to conditions outside your control; and
4. The signature of the person who entered into the CACFP agreement with MDE.

OUTSIDE OF YOUR CONTROL EXCEPTION

If the lateness of the claim or amendment was OUTSIDE OF YOUR CONTROL, and you wish to request an exception to the regulations, you must submit the following:

1. A written request for an OUTSIDE OF YOUR CONTROL exception; and
2. A detailed description of the events and circumstances that prevented the claim or amendment from being submitted on time.

MDE will review the information you provide. If it is clear that the late claim or amendment submission was due to circumstances outside your control, your request will be forwarded to the United States Department of Agriculture (USDA) for approval. Payment authority rests with the USDA regional office.

SPECIAL NOTES

USDA regulations allow for claims to be amended at any time when the number of meals or snacks and/or costs reported on the amendment result(s) in a downward adjustment in the reimbursement value of the claim.

If you have any questions regarding this memo, please contact:

Ms. Jackie Higdon, Financial Administrative Assistant
Child and Adult Care Food Program
Michigan Department of Education
P.O. Box 30008
Lansing, Michigan 48909
(517) 373-7391

Please keep this memo on file or in a notebook for quick and easy reference.

mac:mjm:glm